

**APPLICATION FOR REZONING
OR APPLICATION FOR SPECIAL USE PERMIT
WITH THE PRAIRIE VILLAGE PLANNING COMMISSION**

1. Submit application form accompanied by filing fee of \$100 (except for Special Use Permits for Adult Senior Dwellings or Day Care Centers, the filing fee is \$25.)
2. Application must be accompanied by a cost advance of \$500.
3. Application must be accompanied by an accurate sketch of the land in question, drawn to scale on a sheet of at least 8 ½ x 11 inches, showing adjacent tracts within 200 feet of the current ownership.
4. Notice must be published in a Johnson County Newspaper at least 20 days before the hearing date, exclusive of the days of publication and hearing. (This is done by City Staff.)
5. Applicant must place a sign, furnished by the City, on the property. This sign must be firmly attached to a wood or metal frame. It must be maintained until the conclusion of the Public Hearing and must be removed after final action is taken on the application. The applicant must file an affidavit with the City prior to the hearing that the sign was placed and maintained. The bottom of the sign shall be at least two feet above the ground. It shall be placed within five feet of the street right-of-way line, in a central position on the lot, tract or parcel. If the land has more than one street abutting thereto, the sign shall face the street with the greatest traffic flow. If the lot, tract or parcel of land is larger than five acres, signs shall be placed so as to face each of the streets abutting thereto.
6. At least 20 days before the public hearing, the applicant must service Notice of Hearing on property owners, not mere occupants, within 200 feet of the property. Shall notice shall be by certified mail, return receipt requested. The notice shall be in the form of a letter explaining the proposed change or a copy of the published notice of hearing.
7. At least one week prior to the hearing, the applicant must hold a neighborhood meeting as described in the Planning Commission's Citizen Participation Policy adopted June 6, 2000.
8. At least two weeks prior to the hearing, the applicant must file in the Office of the Secretary of the Planning Commission the following:
 - Affidavit that such notices were mailed
 - Proof of ownership/option to buy or authorization of property owner
 - A written summary report on the neighborhood meeting

9. The applicant is responsible for the following:
 1. Mailing of certified notices
 2. Cost of court reporter and 14 copies of transcript of hearing, if applicable.
 3. Any other miscellaneous costs incurred including fees charged the City by the City Architect/Engineer, City Attorney or City Planning Consultant, etc.
 4. Publishing fees and cost of newspaper clippings. Note: the above four items come out of the \$500 hearing cost advance. If additional costs are incurred, they will be billed. If costs do not total \$500, remaining funds will be returned to the applicant.
 5. Affidavit that the sign was posted and maintained properly.
 6. Placing and maintaining the sign. file

**CITY OF PRAIRIE VILLAGE, KANSAS
REZONING APPLICATION FORM**

For Office Use Only

Case No.: _____
Filing Fees: _____
Deposit: _____



Date Advertised: _____
Date Notices Sent: _____
Public Hearing Date: _____

APPLICANT: _____ PHONE: _____
ADDRESS: _____ ZIP: _____
OWNER: _____ PHONE: _____
ADDRESS: _____ ZIP: _____
LOCATION OF PROPERTY: _____
LEGAL DESCRIPTION: _____

Present Zoning _____ Requested Zoning: _____
Present Use of Property: _____

SURROUNDING LAND USE AND ZONING:

	<u>Land Use</u>	<u>Zoning</u>
North	_____	_____
South	_____	_____
East	_____	_____
West	_____	_____

CHARACTER OF THE NEIGHBORHOOD: _____

RELATIONSHIP TO EXISTING ZONING PATTERN:

1. Would proposed change create a small, isolated district unrelated to surrounding districts?

2. Are there substantial reasons why the property cannot be used in accord with existing zoning?

If yes, explain: _____

CONFORMANCE WITH COMPREHENSIVE PLAN:

1. Consistent with Development Policies? _____
2. Consistent with Future Land Use Map? _____

DEVELOPMENT PLAN SUBMITTAL:

_____ Development Plan

_____ Preliminary Sketches of Exterior Construction

LIST OF NEIGHBORING PROPERTIES:

_____ Certified list of property owners within 200 feet

TRAFFIC CONDITIONS:

1. Street(s) with Access to Property: _____
2. Classification of Street(s):
Arterial _____ Collector _____ Local _____
3. Right-of-Way Width: _____
4. Will turning movements caused by the proposed use create an undue traffic hazard?

IS PLATTING OR REPLATTING REQUIRED TO PROVIDE FOR:

1. Appropriately Sized Lots? _____
2. Properly Size Street Right-of-Way? _____
3. Drainage Easements? _____
4. Utility Easements:
Electricity? _____
Gas? _____
Sewers? _____
Water? _____
5. Additional Comments: _____

UNIQUE CHARACTERISTICS OF PRPOERTY AND ADDITIONAL COMMENTS:

SIGNATURE: _____

DATE: _____

BY: _____

TITLE: _____

Application No. _____

AFFIDAVIT

STATE OF KANSAS)
) ss.
COUNTY OF JOHNSON)

_____, being duly sworn upon his oath, disposes and states:

That he is the (owner) (attorney for) (agent of) the tract of land for which the application was filed. That in accordance with Municipal Code 2003, Section 19.42.010 (G, H, I), applicant placed and maintained a sign, furnished by the City, on that tract of land. Said sign was a minimum of two feet above the ground line and within five feet of the street right-of-way line in a central position of the tract of land and had no visual obstruction thereto.

(Owner/Attorney for/Agent of)

Subscribed and sworn to before me this _____ day of _____, 20__

Notary Public or Planning Commission

Secretary

Application No. _____

_____, being duly sworn upon his oath, deposes and states:

1. I am the (owner of) (attorney for) (agent of) the property described in the attached notice upon which an application has been filed before the Planning Commission of the City of Prairie Village, Kansas.
2. On the _____ day of _____, 20__, I did comply with notification requirements to landowners as stated in Municipal Code 1973, Section 19.42.010 (E), and notified in letter by certified mail all owners of land located within 200 feet of the described real property. Notice was mailed to the following:

Name

Address

<u>Name</u>	<u>Address</u>

I certify that the foregoing is true and correct.

Name

Address

Phone

NOTICE TO OWNERS OF AFFECTED PROPERTY

PLANNING COMMISSION

PRAIRIE VILLAGE, KANSAS

(DATE)

APPLICATION NO. _____

An application for _____
as applied to the property at _____
has been filed by _____
and would authorize _____

The property is located in a _____ Zoning District.

A public hearing will be held by the Planning Commission on _____
at _____, in the Council Chamber of the City Hall, 7700 Mission Road, at
which time you may appear, if you so desire, either in person and/or by attorney.

The hearing of this application is not limited to those receiving copies of this notice, and
if you know of any neighbor or affected property owner who, for any reason, has failed to
receive a copy, it would be appreciated if you would inform them of this public hearing.

At the time of the scheduled public hearing persons interested may be present, or may
submit their comments in writing to the Planning Commission prior to the date of the
scheduled hearing.

Signed: _____
Applicant